

Hazardous Materials Response Plan

An Annex to the

Warren County Comprehensive Emergency Management Plan

ESF #10



August 15, 2014

(Supersedes all previous editions)

Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate.

This plan does not create any right or duty that is enforceable in a court of law.

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Revision Log

Date	Description of Revision	Name(s)	
5/2014	Annual updates	Amy Drexel	LEPC Plan Com.

I. INTRODUCTION

Purpose

This plan establishes the policies and procedures under which Warren County will operate in the event of a hazardous materials incident. This plan is designed to prepare Warren County and its political subdivisions for an incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment. This document outlines the roles, responsibilities, procedures and organizational relationships of government agencies, non-for-profit organizations, and private entities when responding to and recovering from a hazardous materials event.

The plan provides guidance for hazardous materials incident planning, notification and response as required by the Federal Superfund Amendments and Reauthorization Act of 1986, SARA Title III, also known as the Emergency Planning and Community Right-To-Know Act. SARA Title III identifies this plan as the “Comprehensive Emergency Response Plan”; the State Emergency Response Commission refers to it as the “LEPC Plan”.

Scope

The Warren County Hazardous Materials Response Plan is an annex to the Warren County Comprehensive Emergency Management Plan (CEMP). Other annexes of the CEMP may be referenced in this plan or utilized during an event.

This plan applies to all local, state and federal agencies and private organizations responding to a hazardous materials spill, release or threat of release into the environment, both accidental as well as intentional, from a fixed operating facility, critical infrastructure involving one or more of the transportation modes, or as a result of a criminal act.

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System’s (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring and transitioning response operations to effectively address accidental hazardous materials incidents, criminal acts (e.g., environmental crimes, drug labs), and threatened, suspected and actual acts of terrorism involving chemical, biological, radiological, nuclear and explosives (CBRNE).

II. AUTHORITY

- Chapter 70.136 RCW - Hazardous materials incidents.
- RCW 70.136.030 - Incident command agencies - Designation by political subdivisions.
- RCW 90.56.020 – Director responsible for spill response (Department of Ecology).
- Chapter 118-40 WAC - Hazardous chemical emergency response planning and community right-to-know reporting.

- Chapter 296-824 WAC - Emergency response.
- [Federal statutes and regulations] 40 CFR Part 355 - Emergency Planning and Notification
- 40 CFR Part 370 - Hazardous Chemical Report: Community Right-to-Know
- U.S. Code: Title 42, Chapter 116, Section 11003a-g - Comprehensive Emergency Response Plans
- NYS General Municipal Law 204f
- NYS Executive Law, Article 2B – Community Plan

III. MISSION

The mission of this plan is to:

- Establish a strategy to minimize the adverse effects of hazardous materials upon life, health, property and the environment.
- Identify community resources for emergency planning, response, and recovery activities.
- Coordinate an effective and efficient response to a hazardous materials incident.
- Establish a community “Hazardous Materials Response Plan” for inclusion in the Warren County Comprehensive Emergency Management Plan.

IV. SITUATION AND ASSUMPTIONS

Situation

A hazardous materials incident can happen anywhere within Warren County and involve any potentially hazardous material. The Warren County Local Emergency Planning Committee (LEPC) supports county-wide planning in addition to the site-specific planning by businesses and industries that use hazardous materials. The Warren County LEPC meets regularly under the auspices of the Public Health Emergency Preparedness and Response Committee. The citizens of Warren County are best served when response capabilities meet a broad range of hazards.

History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that Warren County has developed. The Warren County Hazardous Materials Response Plan addresses the rare incident that may have an adverse health impact beyond the immediate site of a release.

For a plan to be successful, it must be used. The LEPC premise is that every response to a hazardous materials incident must be addressed by the plan, to enable an effective transition if the scope of the incident escalates to a major emergency.

A hazardous materials incident may be concurrent with another emergency, in which case the operations of the Warren County Hazardous Materials Response Plan will be integrated with the overall response. Examples of these emergencies include, but are not limited to, a plane crash, train derailment, marine emergency, and /or acts of terrorism.

Assumptions

EPA guidance is limited to Extremely Hazardous Substances (EHS), and does not address other hazardous materials that may pose hazards to the community. The Warren County LEPC, the Warren County HAZMAT Team, and industrial HAZMAT Team(s) support response capabilities for all chemical/physical hazard types, instead of an approach directed at a list of particular chemicals.

Due to the transportation routes that carry hazardous materials throughout Warren County on a daily basis, there is a clear possibility that the entire residential area of the County is at risk.

V. ORGANIZATION

The Warren County CEMP specifies the Fire Service as the lead agency for hazardous materials incidents. The Command Fire Officer at the scene has the authority to direct and control emergency actions.

A unified incident command system will be employed to facilitate a coordinated response by all local, state and federal agencies and disciplines.

Upon initial assessment, the Incident Commander will declare a Level of Magnitude (HAZMAT Level 0, 1, 2, or 3) and announce this declaration to the Warren County Communication Center (WCCC), who will in turn, dispatch additional help as per protocol and Incident Command requests.

The Incident Commander(s) will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander(s) will secure the site with the aid of law enforcement and other available agencies.

The Incident Commander(s) will designate a Public Information Officer (PIO) for media representatives. Appropriate public alerting means will be employed to deliver information about protective actions.

Law enforcement will assist the Incident Commander(s) by securing and controlling access to the scene.

EMS will assist the Incident Commander(s) with on-scene triage, treatment, and transportation of victims.

Special response teams, e.g. Hazardous Materials Teams, Confined Space Rescue Teams, Bomb Squads, Canine Search & Rescue Teams and Emergency Task Forces are available from public and private sector sources.

The Warren County Emergency Operations Center (EOC) may be activated for incidents requiring the coordination of a major response involving multiple jurisdictions. Warren County EOC activities are coordinated by the Office of Emergency Services.

Additional resources are available from state and federal sources. Support for local response and/or additional capacity can be obtained through chain-of-command and mutual aid requests.

In the event of a disaster, NYS Executive Law, Article 2B may apply. While the Incident Commander(s) assumes operational authority, the Chief Elected Official of the affected municipality has overall responsibility for the emergency when a disaster is declared. A declaration of the State of Emergency utilizes and expands the authority of the local Chief Elected Official.

VI. CONCEPT OF OPERATIONS

Preparedness

Preparedness involves actions designed to save lives and minimize damage. It is planning and training for appropriate response prior to an emergency.

- Hazard Analysis
 - Hazards Identification

Warren County has numerous fixed facilities in the industrialized southern end of the county. There are also transportation systems throughout the County including but not limited to:

Highways (including the New York State Northway)

Railroads (east-west and north-south)

Air (non-towered)

An incident could occur anywhere in the County – at a fixed facility that may or may not be subject to the planning requirements of SARA Title III, or during transportation. Further, the incident might involve material(s) on the Extremely Hazardous substances list, and/or a “non-listed” hazardous material that poses a threat to the community.

An incident in a neighboring county may cross the border and impact Warren County. Likewise, large incidents outside of Warren County may prompt mutual aid. For example, crude oil that is transported by rail in large quantities in some of the counties near Warren County, (but not here) could prompt mutual aid.

- Risk Analysis

Risk Analysis is an attempt to rank hazards by comparing the probability of a release with the severity of consequences of that release:

Occurrence: Warren County has already experienced hazardous materials incidents at fixed facilities and on some transportation systems. The LEPC expects that incidents will continue to occur at a similar rate.

Consequences: Warren County has already experienced minor or moderate magnitude hazardous materials incidents. The LEPC expects that minor and moderate incidents will continue to occur, and that a major incident is possible.

- Vulnerability Zone

Any part of Warren County may be subject to airborne material during a release of a hazardous material. Therefore, for the purposes of this Plan and its activities the entire County of Warren is designated as the “vulnerable zone”.

- Response Capabilities

Warren County’s hazardous materials response capabilities include the expertise of the Warren County HAZMAT Type 3 Team, an industrial HAZMAT Team and the resources of 23 fire departments (capable of DECON), 3 law enforcement agencies and 13 EMS agencies. Further, hazardous materials planning and response activities are supported by private-sector organizations, numerous professional organizations, public safety training programs, the Adirondack Regional HAZMAT Consortium and specialized response teams at the state and federal levels.

- Facility Planning

- Non-Regulated Facilities should:

Maintain a list of 24-hour contact person(s) and submit it to the local fire department and WCCC.

Establish internal procedures for evacuation in the event of a hazardous materials incident.

- Facilities regulated by SARA Title III, must meet planning requirements:

Prepare both an analysis of hazards at the facility ("Facility Hazard Analysis"), and response procedure for those hazards ("Facility Response Procedure"). Copies are submitted to: The LEPC, the State Emergency Planning Commission and the local fire department.

Comply with the applicable SARA reporting requirements and OSHA regulations

Participate in training programs as identified in the "Training and Exercising" section.

Designate an official (available 24/7) who is capable of participating in a Command Post as a facility representative. This person will have information and the authority to:

- Identify the location, type and quantity of hazardous/flammable chemicals or materials,
- Provide MDS information and technical data on properties of the chemicals or materials present,
- Implement the Emergency Action Plan for the facility ("Facility Emergency Contingency Plan"), if applicable and available.

- Facility Reporting

Warren County's response is based upon effective planning and training. Primary emergency response is most effective when the community receives prompt notification of an incident. This section provides guidance to facilities and stresses the critical need for prompt and accurate reporting.

- Reporting Requirement

A facility must immediately report the release of a reportable quantity of a hazardous substance or extremely hazardous substance when it is released into the environment (EPCRA §304, 40-CFR§355.40).

The report is to be made by calling both:

9-1-1 to notify the Community Emergency Coordinator, and

1-800-457-7362 New York State Department of Environmental Conservation

This reporting requirement does not apply to any release that results in exposure to persons solely within the site or sites on which a facility is located (EPCRA §304(d)).

- Local Reporting Guideline

In order to better protect safety and to support the primary emergency responders, the LEPC requests that facilities immediately report “Perceptible Exposure” releases by calling 9-1-1. In turn, the WCCC will notify the appropriate emergency responders as needed.

A “Perceptible Exposure” means: Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing eye irritation, itchy skin, damaged vegetation, chronic injury, etc.

- Follow-Up Notice

As soon as practicable thereafter, a written, follow-up emergency notice shall be submitted to:

Warren County LEPC
c/o Office of Emergency Services
1340 State Route 9
Lake George, NY 12845

NYS Spill Response Commission
Bureau of Spill Prevention & Response
State Emergency Response Commission (SERC)
625 Broadway, 11th Floor
Albany, NY 12230-7060

A sample follow-up notification form is provided in Appendix D.

Note: This section is intended to facilitate emergency response and does not guarantee compliance with reporting requirements under any other environmental or health and safety law. There may be other applicable reporting requirements depending on the circumstances of the release.

- Training and Exercises

- Training

The LEPC supports a comprehensive training program for agency personnel and emergency staff to ensure a safe and effective response to hazardous materials incidents.

Training requirements are established by state and federal regulations. Absent of such criteria, in-service training will be based upon the level of knowledge or skill required to

perform the tasks associated with the job assignment. Training deficiencies should be identified through appropriate administrative channels for resolution.

Title III, Section 303(c)(8) requires training for those responsible to implement chemical emergency plans. Warren County intends to utilize courses sponsored by the federal and state governments and private organizations to fulfill this requirement. Local agencies and facilities will also schedule courses to address the unique concerns and needs of the local hazardous materials preparedness program.

Local agencies, facilities and organizations should provide in-service training to satisfy operational needs, to maintain appropriate certification standards and to comply with applicable regulatory standards. It is recommended that a training officer be designated to establish an annual training program designed to meet requirements. Individual training records should be maintained on all emergency responders.

The LEPC works in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training needs of local emergency response personnel. The LEPC will monitor and/or coordinate local training initiatives to ensure consistency with this plan and will take advantage of training resources available from all levels of government and the private sector.

- Exercises

The LEPC supports a comprehensive exercise program to effectively implement and evaluate the Warren County Hazardous Materials Response Plan.

Title III, Section 303(c)(9) requires local jurisdictions to establish “methods and schedules for exercising the emergency plan.” An effective exercise program will strengthen response management, coordination and operations, and identify areas for improvement. Corrective actions can then be taken to improve and refine public safety capabilities.

Exercises are generally classified into five categories: Orientations, drills, table-top, functional, and full-scale. Each exercise type varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides its own benefits and should be considered in the development of an exercise program to satisfy community and facility needs.

Each facility should conduct at least one annual test of their emergency plan. These tests should be coordinated, when possible, with the appropriate fire department. Facilities should conduct an exercise debriefing, and within 30 days prepare an after-action report noting corrective action and lessons learned. Exercises that are scheduled

prior to the annual review of the Warren County Comprehensive Emergency Management Plan will be included in the update under the Exercise Section.

Emergency Response

- **Level of Magnitude**

These Levels of Magnitude express the impact of a hazardous materials incident upon the community:

- **Level 0**

Definition: A hazardous materials incident that is not likely to adversely impact or threaten life, health, property or the environment; where control of the incident is within the capabilities of resources available to the local response jurisdictions.

Criteria:

Incident controlled by the facility or the local response jurisdictions
WC HAZMAT Team advice may be required for technical assistance.

- **Level 1**

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment within an area immediately surrounding the point of release or potential release; where control of the incident is within the capabilities of the resources locally available to responders in Warren County.

Criteria:

Incidents that can be controlled by the local fire departments and the Warren County HAZMAT Team.
May require evacuation or sheltering for the area immediately affected by the release or potential release.

- **Level 2**

Definition: A hazardous materials incident that may adversely impact or threaten life, health, property or the environment beyond the point of release; may be across municipal jurisdictions; where control of the incident is within the capabilities of the resources based within Warren County.

Criteria:

Incident that is beyond the capabilities of any one response agency and requires broad-base community resources.
Evacuation or sheltering of residents or facilities should be considered.

Participation or support by mutual aid agencies.

- Level 3

Definition: A Hazardous materials incident that adversely impacts or threatens life, health, property or the environment in a large geographic area. Additional resources are required to supplement those available within Warren County.

Criteria:

- Serious hazard or severe threat to life, health and the environment
- Large geographic impact
- Major community evacuation or sheltering
- Multi-jurisdictional involvement
- Requires broad based resources.

- Dispatch & Notification

- Level 0

Upon declaration of a Level 0 hazardous material incident, WCCC may dispatch the following:

- Local fire department
- Law enforcement
- Local EMS
- Other agencies as needed

- Level 1

Upon declaration of a Level 1 hazardous material incident, WCCC may dispatch the following:

- Local fire department
- Local law enforcement
- Local EMS
- HAZMAT Team
- Fire Coordinators
- EMS Coordinators
- Emergency Services Coordinator
 - Warren County Public Health
 - Glens Falls Hospital
 - American Red Cross

- Level 2

Upon declaration of a Level 2 hazardous materials incident, WCCC may dispatch the following:

- Local fire departments
- Local law enforcements
- Local EMS agencies

HAZMAT Team
Regional HAZMAT Teams
Other fire departments via mutual aid
Other EMS agencies via mutual aid
Fire Coordinators
EMS Coordinators
Emergency Services Coordinator
 Warren County Public Health
 Glens Falls Hospital
 American Red Cross
 NYS OEM

- Level 3

Upon declaration of a Level 3 hazardous materials incident, WCCC may dispatch the following:

Local fire departments
Local law enforcements
Local EMS agencies
HAZMAT Team
Regional HAZMAT Teams
Other fire departments via mutual aid
Other EMS agencies via mutual aid
Fire Coordinators
EMS Coordinators
Emergency Services Coordinator
 Warren County Public Health
 Glens Falls Hospital
 American Red Cross
Other local, State and/or Federal agencies as appropriate

- Operations

Actions taken by emergency responders shall be based up on the need to protect life, health, property and the environment. A list of potential resources is part of the Warren County CEMP.

Operations shall comply with applicable OSHA regulations which may include:

29 CFR 1910.120 – HAZWOPER
29 CFR 1910.134 – Respiratory Standard
29 CFR 1910.156 – Fire Brigade Standard
SOPs and SOGs from individual agencies

- Approaching the Scene

Emergency responders should approach the scene of a hazardous materials incident from upwind and uphill if possible. Emergency responders should not pass through a vapor cloud or a spill.

- Arriving at the Scene

Emergency responders should meet with a facility representative, or other knowledgeable person, to learn about the incident. Establish a perimeter to isolate the hazard area and deny entry. Address immediate life-threatening situations. If possible, begin decontamination triage.

- Identifying the Materials Involved

Identify hazardous materials BEFORE exposing personnel or taking remedial action. Binoculars may be used to view placards, license plates, vehicle identification information, and containers for clues about product(s) involved. Obtain shipping papers and/or Material Data Sheets (MDS). Correct spelling of the chemical is critical.

- Obtaining Hazard and Handling Information

The physical and chemical properties of a product, as well as its hazards and handling information, may be obtained from sources including:

- US DOT – Emergency Response Guidebook

- Material Data Sheets (MDS) (*Globally Harmonized System of Classification and Labeling of Chemicals (GHS)*)

- National Fire Protection Association (NFPA) Handbooks

- Chemical reference books

- Chemtrac 800-424-9300

- Chemical data base (e.g. CAMEO)

- EPA Chemical Profiles (for extremely hazardous chemicals)

- On-scene measurements

On-scene measurements may be taken with direct-reading instruments including but not limited to:

- Carbon monoxide meter

- Multi Gas Meters

- Combustible gas indicator

- Leak detector

- Oxygen meter

- Colorimetric Gas Detection Tubes

- pH paper

- Radiological survey instruments

- Biological test/detection equipment

- Other Chemical test/detection equipment

- Weather

Weather may play an important role in the outcome of a hazardous materials incident.

The National Weather Service can supply:

- Wind speed and direction

- Temperature

- Relative humidity

- Precipitation

- Stability of the lower atmosphere

- Forecast

- Expertise

Technical expertise may be obtained from sources including but not limited to:

Manufacturer
Shipper
Carrier
Consignee
Facility representative
HAZMAT Team
Chemical industry personnel
Farm and related industry personnel

- Site Control
The Incident Commander(s) shall establish exclusion zones for emergency responders and the public.
- Decontamination
A decontamination area will be established for victims and equipment to minimize the spread of contamination. If a person(s) is contaminated with hazardous material: move the victim(s) to fresh air, remove contaminated clothing and flush the victim(s) with water before performing emergency medical treatment or transporting to a hospital. Prior to departing an incident scene, all contaminated personnel and equipment shall be decontaminated as much as possible. Equipment marked for further decontamination must be completely decontaminated before returning to service. It is the Incident Commander(s) responsibility to see that if decontamination is needed, it is accomplished properly at the scene before any patient is turned over to EMS.
- Occupational Safety and Health
The Incident Commander(s) shall designate an on-scene Safety Officer who shall ensure that emergency responders use personal protective equipment and procedures that comply with OSHA regulations.
- Mitigating the Incident
The Incident Commander(s) in conjunction with facility personnel and other technical specialists shall develop a written incident action plan and carry-out that plan to avoid unnecessary exposure.

Containment and control:

Qualified emergency responders may perform containment and control tasks to mitigate the incident and to minimize adverse environmental impacts. Containment and control may include: closing valves, plugging or patching holes, transferring materials from one container to another, damming, diking, booming, absorbing, neutralizing, diluting, suppressing vapors, extinguishing and using water spray to keep containers cool. If flammable vapors and gases are present, combustible gas indicators may be used to determine the potential ignition area. All ignition sources in the area should be eliminated. Some materials are water reactive. Water used to extinguish a fire may create a much bigger problem when it becomes contaminated run-off. If hazardous materials are involved in a fire, it may be best to let the fire burn.

In cases where contamination of the environment has occurred, the New York State Department of Environmental Conservation shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the water-supply system has occurred, the New York State Department of Health and the appropriate water supplier shall be informed so they may evaluate the situation and take appropriate action.

In cases where contamination of the sewer system has occurred the Warren County Public Health department and the appropriate sewer agency, shall be informed so they may evaluate the situation and take appropriate action.

- Radio Communications

Radio Communications are primarily between the incident site and WCCC for:

- Dispatch and information exchange
- Command of personnel and resources
- Coordination among agencies (mutual aid)
- Support agencies
 - Local Highway
 - WCOES Communications Unit (MCU-1)
 - RACES

In situations involving mutual aid, or similar multi-agency or multi-jurisdictional response, integration of the various communication systems can be achieved by coordinating information through the WCCC, Command Post, MCU-1, and/or EOC.

- Protective Actions

Evacuation, sheltering-in-place, or a combination should be considered in defining protective actions to reduce or eliminate public exposure to hazardous materials that are released during an incident.

- Evacuation

Evacuating the public is a decision based on information indicating that the public is at greater risk by remaining in or near-by the hazard are. Information that should be considered in the decision to evacuate includes:

- Severity of dangers
- Population affected
- Availability of resources to evacuate the affected population
- The notification means to provide emergency instructions
- Safe passage for the evacuees, including adequate time
- Availability of reception centers, shelters, and sustenance
- Special needs of evacuees

- Shelter-In-Place

Sheltering-in-place means advising the affected population to seek protection within the structure they occupy or in a nearby structure. Like evacuation, this decision is based upon hazard analysis. If the danger to the public is mitigated by sheltering-in-place, then it should be employed as a protective measure. With certain hazards, (e.g. short-term exposure, line-of-sight exposure) the best decision maybe to shelter-in-place. One distinct advantage of sheltering-in-place is the relative ease of implementation. Some considerations are:

- Availability of resources

Time available to take protective actions

Public's understanding of sheltering-in-place

For some hazards, sheltering-in-place can be enhanced by seeking the most protected refuge in the structure. For chemical, radiation and some biological hazards it is enhanced by reducing the indoor-outdoor air exchange rate.

- Combination Protective Actions

There may be circumstances when using both evacuation and sheltering-in-place is appropriate. For example, when time or resources cannot support the immediate need to evacuate a large population, only those closest to the hazard and at greater danger could be instructed to evacuate, while people inside the immediate area would be advised to shelter-in-place.

- Implementation of Protective Actions

The Incident Commander(s) shall be responsible to designate personnel in charge of protective actions. Protective actions may require the declaration of a local state of emergency under NYS Executive Law Article 2B.

Traffic Control Points and Access Control Points shall be established to direct traffic and people out of the affected area and to prevent entry.

Sources of transportation capable of supporting an evacuation shall be identified.

All residents of the affected area should be identified and accounted for.

Forced entry into homes and businesses shall only be performed if there is a reason to believe that a victim may be inside.

In the case of persons who refuse to leave their homes during an evacuation order: their names, address, next-of-kin and time of notification shall be recorded.

- Family Assistance Centers

The evacuees may need to stay at a temporary staging area until a suitable family assistance center can be established. The Family Assistance Center shall be coordinated by the American Red Cross with personnel support from other VOADs and/or Warren County Public Health department's volunteers.

- Public Alerting

Once a decision has been made to evacuate or shelter-in-place, the Incident Commander(s) shall have the PIO alert the public.

Public Alerting provides timely and reliable emergency information pertaining to the need for protective actions. For protective actions to be effective, the public must first be alerted that an emergency exists, and second be instructed on what to do. Since a hazardous materials incident is normally a rapidly developing situation, initial public alerting by emergency response personnel is a critical aspect of public safety.

- When to Alert the Public

Level 0

This Level of Magnitude does not normally require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

Level 1

This Level of Magnitude may not require Public Alerting. However, the Incident Commander shall respond to public and media requests for information.

Level 2

This Level of Magnitude may require Public Alerting.

Level 3

This Level of Magnitude requires Public Alerting.

- Methods of Public Alerting

Press Release

A press release may be relayed through WCCC to media representatives.

A press release may be made directly to on-scene media representatives.

(Sample news release messages are provided in the appendices.)

Route Alerting

Emergency personnel utilizing emergency vehicles, equipped with a siren, a public address system and appropriate personal protective equipment may drive through the affected area and announce the emergency situation.

Residential Door-to-Door Alerting

Emergency personnel, equipped with appropriate personal protective equipment, may walk through the affected area and announce the emergency situation on a door-to-door basis.

Emergency Alert System (EAS)

Activation of the EAS can only be accomplished by pre-designated government officials or the National Weather Service. (Sample EAS messages are provided in the appendices.)

Reverse 911

Reverse 911 may be initiated by either WCCC or WCOES using NY Alert or HyperReach.

- Components of a Public Alert Message may include:

- Affected area

- Health hazards

- Protective actions

- Evacuation routes

Location of Family Assistance Center(s)
Medical treatment
Telephone number for mobility impaired to call for assistance

Recovery

Recovery immediately follows emergency response. It involves direction to restore the community to normal conditions and may include:

- Requesting a Presidential Disaster Declaration
- Maintaining access control
- Clearing debris
- Restoring public utilities
- Providing emergency social services (shelter, clothing, food, etc.)
- Rebuilding
- Investigating the incident
- Demobilizing emergency personnel and resources, which may include emergency worker counseling
- Adjusting traffic control perimeters
- Continuing public information – general purpose and health-related
- Maintaining security in restricted areas
- Providing long-term counseling for residents
- Continuity planning for business and industry (economic preservation)

- Cleanup and Disposal
 - The cleanup and disposal of hazardous wastes will comply with applicable local, state and federal regulations.
 - The party responsible for the incident is legally and financially responsible for the cleanup and disposal of hazardous wastes.
 - Emergency responders should understand that if they initiate contact with a commercial cleanup company, they may be held responsible for the costs incurred.
 - If the party responsible for the incident is unknown, unwilling, or unable to accomplish cleanup and disposal, the New York State Department of Environmental Conservation may hire a commercial cleanup company with State funds.
- Relocation and Re-entry
 - Relocation
In cases where contamination of the environment has occurred and the long-term relocation of residents is necessary, the Warren County Department of Social Services shall provide relocation assistance.
 - Re-entry

Re-entry to an area that has been sheltered-in-place or evacuated shall not be allowed until authorized by the Incident Commander(s).

The Incident Commander(s) shall confer with the Warren County Public Health Department and other appropriate officials to establish re-entry procedures that will include:

- A time to return
- Safety precautions
- Health precautions
- Decontamination
- Symptoms of illness as a result of exposure

The Public Information Officer shall inform the public of the re-entry procedures. This may be done by the following methods:

- Social media
- News release
- Emergency Alert System
- Reverse 911
- Announcements and/or printed materials at reception/congregate care centers
- Printed materials issued at Traffic Control Points and Access Control Points

Traffic Control Points and Access Control Points shall be maintained, as necessary, to ensure an orderly re-entry by the public.

- Incident Evaluation

- OSHA Standard 1910.120 requires the Incident Commander(s) (IC) to debrief and evaluate the emergency response as soon as possible. (The Incident Commander for HAZMAT incidents is the Fire Chief or Senior Fire Officer of the local jurisdiction.)

Incident Debriefing – The IC shall ensure that an incident debriefing occurs as the incident conclusion or as responders leave the scene. The debriefing should include, but not be limited to providing the following information:

- Hazard information
- Exposure signs and symptoms of materials involved
- Name of individual responsible for post-incident medical contact
- Administrative procedures
- Gather name(s) of all outside responders and agencies

Critique – The IC shall conduct a critique for all Level 1 or greater hazardous material incidents. Such critique will review the incident with the purpose of identifying both those areas that worked well and those areas that need improvement. (If requested, the Office of Emergency Services will provide assistance to conduct the critique.) The critique process should include, but not be limited to the following:

Be held after allowing sufficient time for the emergency to be investigated and appropriate information collected.

Include at least one representative of each agency that played a role in handling the incident.

May consist of a single multi-agency meeting or various inter-agency meetings.

The findings of such critique, and identity of its participants, shall be documented in writing.

Areas of improvement or changes identified in local or community plans or training will be incorporated in local or community activities as appropriate.

Direction and Control

The Incident Commander(s) will control and direct all activities at the scene in accordance with the Incident Command System.

If a disaster is declared, the Chief Executive (or designee) will exercise Executive Authority (as defined in NYS Executive Law, Article 2B) over all disaster operations in the municipality in accordance with mission assignments contained in this Plan.

A Command Post will be established by the Incident Commander(s). This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander(s) should be limited to primary responders; fire, law enforcement, EMS, communications and others who may be appointed by the Incident Commander(s).

The news media will assemble at the Joint Information Center (JIC) and when the Incident Commander(s) deems the site accessible, be escorted to the scene staging area (designated by the Incident Commander(s).) If the County's EOC is activated, the EOC Public Information Officer will disseminate information in conjunction with the on-scene PIO.

- **Unified Command**

In the event of a Level 2 or 3 hazardous material incident, the responders shall utilize Unified Command to provide effective leadership, coordination and unified on-scene command of emergency response forces.

All on-scene actions shall be consistent with the objective of ensuring the safety of all emergency responders and the public.

A hazardous materials incident may require a broad range of on-scene response organizations including: emergency response personnel from all levels of government; industry representatives; private contractors; and the media. The need for specialized

equipment and technical knowledge during response may also be extensive, as are the number of critical decisions that must be made in the area of the incident: containment, emergency worker safety, public protective actions and environmental protection.

This Plan addresses the need to ensure control of a multi-jurisdictional/multi-agency response to a hazardous materials incident, and highlights the demand for a unified Incident Command System under the direction of the Incident Commanders. The concept of Unified Command simply means that the main agencies that have jurisdictional responsibilities will have an incident commander as part of the unified command system to contribute to the process of:

- Determining overall response objectives
- Selecting response strategies
- Ensuring joint planning and application of tactical and operational activities
- Maximizing use of available resources
- Public alerting and press releases

- First Responder

The primary responsibility of the first responder is to determine the potential hazards to life, health, property and the environment resulting from the incident. If it is determined that the incident presents a potentially hazardous situation, the first responder should promptly communicate this to 911. The first responder should then initiate the following actions:

- Evacuate all non-emergency personnel from the hazard area
- Attempt to identify the material(s) involved
- Establish a Command Post
- Determine if the community notification, sheltering or evacuation is needed and the geographical area likely to be impacted
- Isolate contaminated persons in a safe location
- When representatives of the Lead Agency having jurisdiction designate an Incident Commander(s), the first responder should brief the Incident Commander(s) on the extent of injuries, damage and the status of efforts to control the incident

- Incident Commander

As part of the initial response to a hazardous materials incident, the fire department having jurisdiction shall serve as the Lead Agency. A qualified on-scene member of that fire department shall serve as the Incident Commander.

Using the definitions previously described, the Incident Commander shall declare a Level of Magnitude for the incident. If conditions change, the Level of Magnitude may be upgraded or downgraded as appropriate.

When the designation of the Incident Commander(s) needs to be evaluated, the following factors should be considered:

- Level 4, or declared "State of Emergency"
- Geographic area affected
- Impact upon the community
- Single or multiple jurisdictions affected

Number of response agencies
Operational requirements
Resources commitments
Scope and technical complexity of the incident

The Incident Commander(s) must ensure that all participating agencies (local, state and federal) are effectively communicating within the designated command structure.

If the designation of Incident Commander(s) changes where the Incident Commander(s) is not physically at the scene, it may be necessary to designate an Operations Section Chief.

- Emergency Operations Center (EOC)
An EOC provides off-site incident coordination and assistance as required.

The Office of Emergency Services maintains procedures for activating Warren County's EOC.

Upon notification of a Level 2 HAZMAT incident, the Office of Emergency Services shall contact the Incident Commander to assess whether Warren County's EOC needs to be activated; and if so, the degree to which the EOC needs to be staffed.

- Command Responsibilities

Level 0 – Implement Incident Command

The Incident Commander shall:

- Establish contact with a facility representative
- Determine the number and type of response units that are needed to handle the incident
- Evaluate the need to declare a higher or lower Level of Magnitude
- Respond to public and media requests for information

Level 1 – In addition to Level 0 activities, the Incident Commander(s) shall also:

- Establish a Command Post
- Establish liaison with the Facility Emergency Coordinator
- Ensure that all appropriate agencies are represented in the Command Post
- Designate Sections and Section Chiefs, as appropriate

Level 2 – Levels 0 and 1 activities, plus the Incident Commander(s) shall:

- Consult with the Office of Emergency Services about activating the Emergency Operations Center. The Office of Emergency Services shall notify and brief the County Executive
- The Chief Elected Official shall evaluate the need to declare a State of Emergency under N.Y.S. Executive Law, Article 2B

Level 3 – In addition the Levels 0, 1 and 2 activities:

The Incident Commander(s), Fire Coordinator, EMS Coordinator, Emergency Services Coordinator, Sheriff, Public Health Director, local officials (including local law enforcement) and the County Executive shall reevaluate the existing designation of the Incident Commander

The New York State Office of Emergency Management (OEM) coordinates the application of the state's resources in an emergency.

VII. MISSION ASSIGNMENTS

Incident Commander

The senior official from the Lead Agency will, upon arrival, normally serve as the Incident Commander. Assignment of responsibilities to all other emergency response units will be coordinated by this individual until such time that unified command is in effect. The Incident Commander will:

- Direct on-scene operations to ensure that objectives are identified and assignments are made including hazard assessment and first responder briefings.
- Coordinate actions through support agency representatives who will retain control of their respective forces under the National Incident Management System.
- Designate a hazard area, define its limits and establish other zones as needed.
- Determine the need for public alerting, sheltering-in-place or evacuation and notify the appropriate law enforcement (agency) representative who will initiate actions.
- Establish the Incident Command System (ICS) structure and staff the Command Post to handle the operation. ICS unit responsibilities may include:
 - Risk evaluation/case and response
 - Securing the area
 - Public alerting/evacuation/shelter-in-place
 - Rescue
 - Fire or leak control
 - Diking and/or neutralizing
 - Re-entry and recovery
- Establish functional sections to support operations. Functional sections may include:
 - Resources Unit (within the Planning Section)
 - Medical and Communications Units (within the Logistics Section)

Fire Service

- Fire Department
 - Fire department responsibilities may include the identification of materials, decontamination, bringing fires under control and the containment of spills. The fire department coordinates and notifies appropriate authorities to implement the safe removal of the product and may monitor the cleanup and decontamination of the site.
- Fire Coordinator
 - If requested by the Incident Commander, or if conditions warrant, provide:
 - An on-scene fire liaison

Act as the principal coordinator of the *Warren County Mutual Aid Plan* and the County Hazardous Materials Response Team
Provide technical advice and assistance as required

- Hazardous Materials Response Team (HMRT)
The HMRT may make entry into the hot zone to control, contain and stop the leak and/or spill.

The HMRT will identify the product, its potential hazards and provide this information to the Incident Commander(s).

HMRT operations will be conducted in accordance with appropriate OSHA and NFPA regulations.

The HMRT will provide overall technical assistance in conjunction with the on-scene qualified industrial representative.

Law Enforcement

Law enforcement duties may include securing the immediate area at the scene of the incident, rerouting traffic, public alerting and limiting access to the area to emergency personnel only.

Emergency Medical Services (EMS)

EMS will coordinate on-scene emergency medical care, transportation and hospital treatment for victims of a hazardous materials incident. They will also ensure that mutual aid plans for both EMS and the hospitals are implemented.

A release of hazardous materials into the environment may cause multiple casualties. EMS may be needed to provide medical care to those injured and/or exposed, e.g. facility employees, emergency responders, the public. Furthermore, a hazardous materials incident may require mutual aid among Emergency Medical Service providers and hospitals.

- EMS
EMS is in charge of all patient care at the scene. Patient care decisions are the providence of the senior EMS provider at the scene.
- Warren County EMS Coordinator
The emergency medical responsibilities of the EMS Coordinator include the following:
 - Coordination of EMS activities in accordance with the *Warren County EMS Mutual Aid Plan*
 - Coordination with the Incident Commander(s), EMS responders, area hospitals and the Warren County Public Health Department
 - Implementation of the *NYS Multiple Casualty Incident Plan*, as appropriate
- Hospitals/health centers
Hospitals/health centers shall provide primary medical care to persons who are injured and/or exposed to hazardous materials.

Warren County Public Health Department

The Warren County Public Health Department shall serve as the Lead Agency for public health.

The Bureau of Public Health Engineering shall serve as the local representative of the New York State Department of Environmental Conservation (NYSDEC) and shall notify the regional office of NYSDEC of those incidents that result in the release of hazardous materials to the environment.

The coroners shall provide for the management for the deceased (see Warren County Mass Fatality Plan).

Warren County Communications Center (WCCC)

WCCC is responsible for, but not limited to, the following:

- Activate the dispatch/notification protocols for appropriate responders
- Maintain communication with the Incident Commander(s)
- Relay critical information to responders on their operating channels
- Maintain 911 communication services for the duration of the incident

LEPC Chair

- Receives annual reports from reporting facilities, including hazardous chemical inventory information
- Receives emergency release notifications from facilities and/or transporters
Immediately after the release, and
In a written follow-up emergency notice
- Assists in making determinations necessary to implement the Plan

Warren County Office of Emergency Services

- Designates an on-scene liaison to facilitate response
- Keeps the Chief Executive fully informed of all operations
- Supports emergency response forces at the Command Post
- Establishes an EOC in accordance with emergency plan protocols or by request of the Incident Commander(s) and/or the Chief Executive
- Coordinates staffing and functions of the EOC
- Collects, displays and disseminates information in the EOC
- Coordinates with the State Office of Emergency Management regarding support from state and federal agencies
- Coordinates support from private agencies and volunteer groups
- Directs volunteer civil preparedness forces

Warren County Emergency Operations Center (EOC)

Depending upon the incident, other governmental agencies may be required to support containment, control and recovery. These requests could include: transportation, public works, equipment, specialized personnel, materials and communications. The Incident Commander(s) may request such support directly or via the EOC.

The EOC will coordinate:

- Agencies within county government, the community and the private sector
- Command and control on behalf of the County Executive (upon Article 2B declaration)
- State and federal agency response

Public Information Office (PIO)

- Facilities and public agencies should develop media relations plans. Such plans should designate spokespersons who are available on 24-hour call, and who are prepared and authorized to discuss an emergency situation with the media.
- The spokesperson designated to speak on behalf of the Incident Commander(s) is the Public Information Officer.
- The Public Information Officer should establish a Joint Information Center (JIC) where the media can obtain information.

The Joint Information Center should be located in a safe and secure area.

Media representatives shall not be allowed to enter or be near the Command Post as it can be disruptive. However, cooperation with the media is essential to ensure that the public is informed of the situation and what precautions and/or protective actions are necessary.

- The Public Information Officer should work with the EOC PIO to send a clear and consistent message.
- As appropriate, the Public Information Officer in conjunction with a facility spokesperson should make joint media releases.
- The Public Information Officer should assist in coordinating media requests for information.
- Facilities and public agencies should not make media releases without coordination with, and approval from, the Public Information Officer.

Facility Operator/Transporter

- Representatives are responsible to report a hazardous materials release that is greater than the reportable quantity and/or conditions that could result in an incident that may affect personnel and/or the environment.
- Implements the facility emergency response plan and provides supplies, trained personnel and equipment to mitigate the emergency.
- Provides management and technical support to the Incident Commander(s).

If a State of Emergency is declared, the Chief Executive is responsible for, but not limited to, the performance of the following functions:

- Participate with the County EOC, which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other support agencies during emergency response, and the recovery/re-entry phase.
- Brief municipal officials about the nature of the emergency.
- Designate a municipal spokesperson that is prepared and authorized to discuss the emergency with the media. The municipal spokesperson and the Incident Command Public

Information Officer shall make joint news releases as appropriate and coordinate media requests for information.

- Request state aid through the Office of Emergency Services if the emergency is beyond local capability.
- Ongoing communications with and support to the Incident Commander(s) for on-scene operations.

American Red Cross

Congress established the American Red Cross as the principal organization to undertake relief activities during time of disaster. Services of the Adirondack Chapter include:

- Identifying and staffing emergency shelters
- Providing food for victims and emergency workers
- Assisting with evacuation and distribution of emergency supplies
- Conducting a local damage assessment to provide support from regional and national Red Cross assets
- Lead Agency to coordinate volunteer relief agencies in disaster operations

Locally Based Resources

The Incident Commander(s) may request support from other local government agencies as required to support the incident response and recover, e.g. transportation, public works, specialized equipment and personnel and materials.

State and Federal Agencies

State and federal laws may require the notification of other governmental agencies. Such notification is generally the responsibility of the facility/transporter responsible for the materials involved in the incident. Generally, the primary role of these agencies will be to assist the local emergency response agencies and ensure that the parties responsible for the incident provide adequate cleanup and decontamination. In most cases, state and/or federal personnel will only be dispatched to the scene of major incidents.

VIII. SUPPORT

Emergency response operations are initiated with locally based responders and supported by additional resources as needed.

IX. SPECIAL REQUIREMENTS

The HAZMAT Plan

As required by statute, the Local Emergency Planning Committee performs an annual review of the Plan. Comments, corrections or suggestions on my part of the Plan should be forwarded to:

Warren County Local Emergency Planning Committee
Office of Emergency Services
1340 State Route 9
Lake George, NY 12845

Summary of distribution (may be accomplished via county website)

State Emergency Response Commission;
All police, fire and EMS agencies within Warren County;
All 'covered facilities' within Warren County (within the meaning of PL 99-499);
The local media;
The Warren County Board of Supervisors and
The members of the LEPC.

The Warren County Local Emergency Planning Committee

The LEPC complies with structure and process mandates:

- The Committee carries categories in addition to the membership categories required by statute.
- The Committee meets four (4) times annually.
- Committee meeting dates and locations are published on the Warren County LEPC website.

Since the LEPC's inception, many new environmental regulations have been passed into law. As environmental legislation has expanded, the LEPC's role has also grown.

- SARA Title III requires the LEPC to:
 - Maintain emergency plans and community right-to-know programs
 - Improve preparedness through training and education
 - Conduct exercises to test plans and procedures
 - Receive emergency notifications and activate the Plan
 - Receive and file SARA Title III reports
 - Perform vulnerability zone calculations for facilities
- The Hazardous Materials Transportation Safety Act of 1990 requires the LEPC to:
 - Plan, train and prepare for transportation incidents involving hazardous materials
 - Determine hazardous materials flow patterns
- The Clean Air Act Amendments of 1990 (including section 112r, Risk Management Planning), requires the LEPC to:
 - Improve coordination of facility and community emergency plans by information sharing
 - Provide information for facility emergency response plans
 - Provide information for facility risk management plans
 - Review plans for SARA Title III related issues
- The Occupational Safety and Health Act requires the LEPC to:
 - Improve safety of emergency responders and facility workers through employer activities
 - Provide guidance on response planning and training requirements
 - Provide information for facility process safety plans
 - Provide information for facility emergency response plans
- The Oil Pollution Act of 1990 requires the LEPC to:

- Improve planning and response for oil and hazardous materials discharges to water
- Coordinate the local community plan with facility plans
- The Pollution Prevention Act of 1990 requires the LEPC to:
 - Reduce risk by promoting source reduction and pollution preventative measures

X. GLOSSARY

Chief Elected Official – The Chief Elected Official of the political subdivision, i.e. County Executive, City or Village Mayor, Town Supervisor.

Command Post – The Command Post (CP) is the nucleus of the decision making process at any incident. There is only one CP for the incident. In a Unified Command Structure where incident commanders from several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the CP. If needed, the planning and logistics functions are also performed at the CP.

Chair for the Local Emergency Planning Committee (LEPC) – Is the Emergency Services Coordinator of the Warren County Office of Emergency Services who for emergencies may be reached through WCCC.

Emergency Manager – In Warren County this is the Director of the Office of Emergency Services

Emergency Operations Center (EOC) – An EOC is generally defined as a protected site, from which civil government officials (municipal, county, state and federal) issue warnings and exercise direction and control in an emergency.

Emergency Services Coordinator – In Warren County, this person serves as the LEPC Chair and Community Emergency Coordinator.

Extremely Hazardous Substance (EHS) – Is a list of substances available through EPA and set forth in Appendix D, and subsequent additions to 40 CFR Part 300 Appendix D and Appendix E.

Facility – (A) Any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock or aircraft, or (B) any site or area where a hazardous substance has been deposited, stored, disposed of, placed or otherwise come to be located, at which an extremely hazardous substance is present in an amount in excess of the applicable threshold planning quantity; except for the purposes of the release requirement for which “facility” means any of the items listed in (A) or (B) at which a hazardous chemical is produced, used or stored. The term does not include any consumer product in consumer use or any vessel.

Fire Coordinator – In Warren County, this person is responsible for all operations of the County’s Hazardous Materials Response Team and the duties outlined in the Warren County Fire Mutual Aid Plan.

Hazardous Chemical – Any chemical exposure that poses a physical hazard or health hazard.

Incident Command System (ICS) – An organized system which defines standard operating procedures and roles and responsibilities used to manage and direct emergency operations as outlined in NIMS.

Joint Information Center (JIC) – A JIC is a place which receives and processes information from the Command Post and/or the EOC, about the event for accurate and timely dissemination to the news media and the public. Media representatives report to the JIC for official information about the event.

Material Data Sheet (MDS) – Information sheet(s) about the chemical product including: emergency responder precautions, protective actions, emergency treatment and the physical characteristics of the product among others.

Office of Emergency Services (OES) – OES is the focal point of emergency services in Warren County for natural, technological and national security emergencies. OES develops, maintains and administers a comprehensive emergency management plan designed to save lives and protect property through prevention/mitigation, readiness, response and recovery.

Perceptible Exposure – Any release of a hazardous substance or extremely hazardous substance which is visible, produces a detectable odor or a distinctive taste, or impacts a human or environmental receptor physically, such as causing irritated eyes, itchy skin, damaged vegetation, chronic injury, etc.

Protective Actions – Official direction to evacuate the area or to shelter-in-place as precaution from harmful exposure.

Public Alerting – Decisive action to notify the public and to direct them to take specific actions. A number of means can be used by public officials.

Public Information Officer – This is the spokesperson for the event. This person is responsible to develop information about the incident and release information to the news media and other agencies, after authorization from the Incident Commander(s) or the EOC Manager.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discarding of barrels, containers and other closed receptacles containing any hazardous substance or pollutant or containment), but excludes (a) any release which results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons, (b) emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel or pipeline pumping station engine, (c) release of source, byproduct or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under 170 of such Act, and (d) the normal application of fertilizer.

Reportable Quantity (RQ) – Determined by the EPA and set forth in Appendix D. For all other hazardous substances, the Reportable Quantity (RQ) is one pound.

Site – All contiguous property owned or leased by the owner or operator of the facility at which the release occurred, but does not include property across a public right of way.

State of Emergency – In the event of a disaster, rioting, catastrophe or similar public emergency, or in the event of reasonable apprehension of immediate danger, and upon a finding by the Chief Executive that the public safety is imperiled within the territorial limits of the county, city, town or village, the Chief Executive may proclaim a State of Emergency within any part or all of the territorial limits of such local government. Following such proclamation, the Chief Executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control (reference NYS Executive Law, Article 2B).

Threshold Planning Quantity (TPQ) – The amount set forth for each extremely hazardous substance in Appendix D.

Unified Command – A method for all agencies or individuals who have a jurisdictional responsibility and in some cases for those who have functional responsibility at the incident, to contribute to:

- Determining overall objectives for a safe resolution of the incident;
- Selecting a strategy to achieve these objectives; and,
- Ensuring the maximum effective use of all resources.

Warren County Comprehensive Emergency Management Plan (CEMP) – The County’s Incident Command System guidelines are included in the document.

XI. APPENDICES

Appendix A Reporting Facilities

Appendix B List of Extremely Hazardous Substances

Appendix C Map of Major Transportation Routes

Appendix D (Sample) Incident Reporting Form

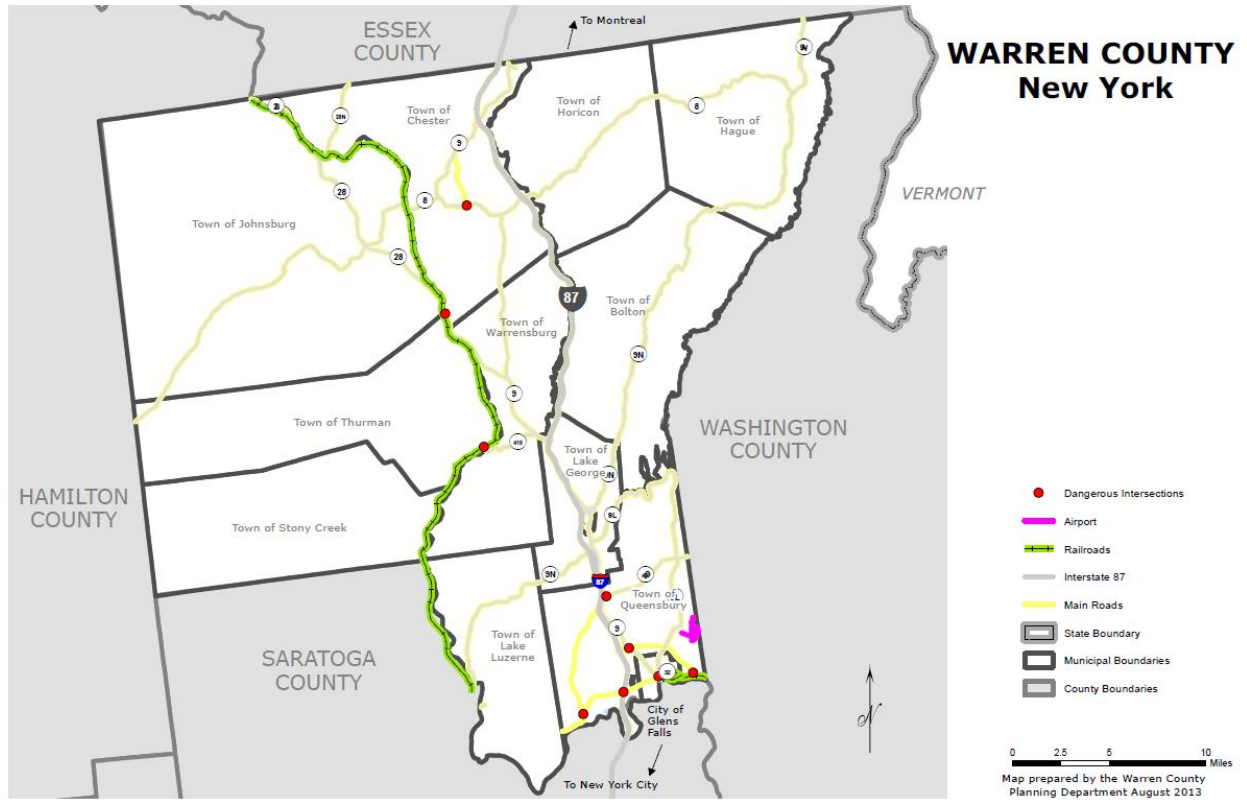
Appendix E (Sample) Evacuation Announcement

Appendix F (Sample) Shelter-In-Place Announcement

Appendix A - Reporting Facilities

Appendix B - List of Extremely Hazardous Substances

Appendix C - Map of Major Transportation Routes



Appendix D - (Sample) Incident Reporting Form

NEW YORK STATE EMERGENCY RESPONSE COMMISSION

DRAFT RELEASE REPORT FORM – SARA TITLE III SECTION 304

1. Caller Name _____ Call Date _____
2. Affiliation _____ Time _____
3. Telephone _____ Ref. # _____
4. Material Released _____ EHS: _____/_____
CERCLA: _____/_____
Yes/no
5. Amount Released _____ lb/gal
6. Date of Release _____ Time _____ Duration _____ hr _____ min
7. Release Medium _____ air _____ water _____ land
8. Weather Conditions _____
9. Location of Release (St/Bldg #) _____
(city/county) _____
10. Facility (name) _____
(address) _____
11. EMERGENCY CONTACT (Name) _____
12. Incident Description _____

13. Health Risks _____

14. Precautions _____

15. Additional Notifications made
 - a. Local Fire Department _____ yes _____ no _____ time
 - b. Community Emergency Coordinator _____ yes _____ no _____ time
 - c. NYS Environmental Conservation _____ yes _____ no _____ time
 - d. Federal National Response Center _____ yes _____ no _____ time
16. Remarks, etc. _____

17. Form Completed by: (signature) _____
(title) _____

Appendix E – (Sample) Evacuation Announcement

Evacuation Announcement

"The following message is from _____. A hazardous materials emergency exists at (location) _____. All persons must evacuate an area bordered by (north)_____, (east)_____, (south)_____, (west)_____. (**Report on time, then continue.**)

Please follow these main evacuation routes: (**List routes**)

Please cooperate by checking on persons in your neighborhood who may live alone. If they do not have transportation, please assist them. If you know housebound or mobility impaired persons who require assistance, contact _____.

You should prepare to spend a minimum of one day away from home. You should take sufficient quantities of personal care items and prescription drugs for this time period.

We remind you to take the following steps:

1. Secure your home and property.
2. Turn off all lights and electrical appliances
3. Turn down heating systems (or turn-off air conditioning systems).
4. Drive carefully. Proceed calmly to your destination, obeying all traffic laws.
5. Please obey the police and others who will be directing traffic along the evacuation routes.

If you need a place to stay, please go to (location)_____. Pets will not be allowed inside the family assistance center. However, bring your pets and facilities will be provided for their care.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is an announcement from _____ regarding an order by _____ to evacuate all persons living in the affected area. For further information, please stay tuned to this station." (**Therefore, this message shall be repeated every five minutes.**)

Appendix F – (Sample) Shelter-In-Place Announcement

Shelter-In-Place Announcement

"The following message is from _____. A hazardous materials emergency exists at (location)_____.

If you live, work or are traveling within the flowing area, you should take shelter, by going inside a building:

The area is bordered by (north)_____, (east)_____, (south)_____, (west)_____.
(Report on time, then continue.)

If you are traveling through the affected area, roll-up windows, close air vents, turn off heaters and/or air conditioners. If shelter is not immediately available, place a handkerchief, towel or other similar item snugly over your nose and mouth until you can get indoors.

Take shelter indoors and do the following:

Close all doors, windows, shades and drapes, sealing gaps with wet towels or wide tape. Stay away from windows. Turn off heating systems, air conditioners or fans. Extinguish fireplaces and close fireplace dampers. Keep pets inside.

(Read this statement only if school is in session)

Do not telephone or go to the school your children attend. They are in a covered protected environment and will be bused home when it is safe.

Do not use the telephone except to REPORT emergencies. Do not call government offices. You will be kept informed of the situation through this Emergency Alert Station.

The preceding message is an announcement from _____ advising people affected by this emergency to take shelter. For further information, please stay tuned to this station." ***(Therefore, this message shall be repeated every five minutes.)***